

## Langoedmor Community Council

### Risk Assessment based on 2024-25 Financial Year

| Assessment of Risk - Risk Score |  |
|---------------------------------|--|
| High                            |  |
| Medium                          |  |
| Low                             |  |

| Service Area | Risk   | Risk Score | Recommendation/Comments  |
|--------------|--|------------|--|
| Insurance    | Public Liability                                     |            | Covered.   |
|              | Employers Liability                                  |            | Covered.   |
|              | Money  |            | Covered.   |
|              | Fidelity Guarantee                                   |            | Covered.   |
|              | Loss of Revenue                                      |            | Not Covered.   |
|              | Officials Indemnity                                  |            | Covered.   |
|              | Libel and Slander                                    |            | Covered.   |
|              | Personal Accident                                    |            | Covered.   |
| IM&T         | Loss of data due to system failure                   |            | Back Ups are undertaken regularly.   |
|              | Loss of payroll data on PC                           |            | Back ups are taken and copy of the back up stored on external device.  |
|              | Loss of key personnel                                |            | Advertise vacancy and try and arrange filling vacancy with temporary cover.  |
|              | Financial continuity following loss of key personnel |            | Consider a contingency plan to cover the financial elements of the clerks work including engaging a firm of accountants to undertake the work. |

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| Payroll and Personnel | A backlog of work has built up over the years which need to be addressed which is impacting on the day to day operations of the Council |  | The Council needs to address how this work is to be undertaken and put in place a work schedule with a timetable for completion that is monitored by the Council.  |
|                       | The clerks hours of employment do not seem to cover the workload necessitated by the Council and the LPFA                               |  | The excessive workload could have an impact on the efficiency of the clerk and impact on the running of the Council.   |
| Council Members       | The ability to recruit members to the Council risks having a diverse local input to the Council   |  | The Council initiates a recruitment drive in an effort to introduce new Councillors.   |
|                       | Council members have not received formal training recently and so may not be aware of the changes brought about by the 2021 legislation |  | A training plan is devised to ensure that all Councillor's have up to date knowledge of the Council and the legislation governing its operation. Completion of the training needs to be documented and reviewed by the Council on an annual basis. |
|                       | New Councillor's need to receive a n induction into the Council   |  | The Council should develop an nduction programme for new councillors. This should include an induction pack and a timetable for training.  |
|                       | The register of interests has not been updated in the current year  |  | Councillors update their entries on the register of interests using the documentation that has been supplied by the clerk.   |
|                       | Payments Arrangements   |  | Payments are reported to Council on a monthly basis. Payments controls are in place for Bank transfer and cheque payments are in place.  |
|                       | Financial reporting   |  | Bank reconciliations are reported to the Council on a monthly basis.   |

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| Admin   | Professional Advice   |  | Membership of OVW and SLCC.   |
|         | Standing Orders and Financial Instructions have not yet been update to reflect the 2021 legislation |  | It is recommended that these documents are updated prior to the Annual Meeting and are adopted at this meting.  |
|         | Risk Management   |  | The Council should receive risk management reports in the format recommended by the Internal Auditor on a quarterly basis.  |
| Parks   | Safety of the public  |  | Continue with regular safety checks but consider employing a professional firm to undertake the checks. The reports should address any improvements in risk scores compared to the previous report.   |
|         | Safety of the Public Monitoring   |  | The results of safety checks should be reported to the Council on a quarterly basis. The Council should have a plan to address any defects and achievement against this plan should be part of the report. Any unsafe equipment should be taken out of commission until remedial work is completed. |
|         | LPFA Charitable status  |  | The Council continues to treat the running of LPFA as part of the Council. LPFA needs to be run a as separate legal entity with its own structure and finances.   |
| Precept | Planning and Precept  |  | The Council does not link the precept with the planning process for the services that it would like to deliver. The planning and financial planning processes should be interlinked.  |
|         | Inadequate monitoring of financial performance  |  | The Council should monitor performance against budget on a quarterly basis and ensure that any changes required financial plans are made to ensure financial balance.   |

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|                  | Illegal Expenditure  |  | Continue to ensure that expenditure is within the legal powers of the Council.   |
| Accounting       | Non standard and/or non compliant records are kept   |  | Ensure that the Council maintains the appropriate financial records and vouchers.  |
|                  | Non compliance with statutory deadlines  |  | The Council needs to ensure it has systems in place to submit returns by the statutory deadlines.                                  |
| Contracts/Grants | Ensure that value for money is coupled with continuity of work   |  | The Council should comply with Standing Orders and Financial Regulations in its procurement processes.                             |
|                  | Ensure the Council complies with Standing Orders and Financial Regulations when awarding contracts including grants. |  | Any deviation from the Standing Order or Financial Regulations should be agreed by the Council and noted in the council's minutes. |